

City of Belvidere



Policy for the Consultant Qualification Based Selection (QBS) Process

The following sets forth the policy adopted by the City of Belvidere that establishes procedures to be followed for the selection of Consulting firms that provide engineering, geotechnical, architectural and environmental services as well as other firms that provide specialized services that may be required by the City. This policy as adopted governs consultant selection using both federal aid highway program funding (including state and MFT) as well as local funding.

This policy has been adopted in compliance with IDOT Bureau of Local Roads and Streets (BLR&S) Policy Memorandum (PM) 2012-06, Section 5-5 of the BLR&S Manual and the Brooks Act, 40 U.S.C. 1101, Section 1103(c).

Selection of Funding Options

The City of Belvidere may choose to enter into an agreement with a professional design firm or a sole proprietorship meeting the requirements of 225 ILCS 325/23 to provide engineering services financed into whole or in part with Federal Aid (FA), State, Motor Fuel Tax (MFT), Illinois Transportation Enhancement Program (ITEP) funds or local funds.

The selection of funding to be used and the applicable process will be based on the conditions as outline below:

Condition	Procurement Process
Local funding only to be used for engineering services	Local
FA funds to be used. The City passes resolution declaring an emergency.	Local
FA funds to be used. The City estimates engineering services to cost less than \$25,000.	Local
FA funds to be used and the City has an existing relationship with a consulting firm. Engineering fees would be less than \$100,000. (IDOT District approval required for fees over \$100,000 but less than \$150,000)	Local
FA funds to be used and engineering fees are over \$150,000.	QBS

Note: The City of Belvidere may elect to use QBS process under any conditions.

<p style="text-align: center;">City of Belvidere</p> <p style="text-align: center;">Policy for the Consultant Qualification Based Selection (QBS) Process</p>	
<p style="text-align: center;">QBS Procedure for Consultant Agreements using <u>Federal, State, MFT funding</u></p>	
Process	Requirements
General Request for Qualifications (RFQ)	The City will solicit as needed, a non-project specific RFQ to known consultants that have previously expressed an interest in performing services for the City. The responses are to indicate the type of projects in which a firm is interested and qualified and will be kept on file until updated. Firms may submit such RFQs at any time.
Projects selected for which consultant services are to be used.	The City will select projects for consultant services on the basis of expertise needed for the project and City staffing availability as well as scheduling requirements. A project scope and tentative schedule will be determined for the RFP.
Project specific RFP's	A non-fee, project specific RFP will be sent to consultants who have responded to the non-project specific RFQ, as well as IDOT prequalified consultants that have indicated an interest and meet the qualifications required for the type of project for which services are being requested.
Review and selection of consultants to be interviewed.	At least three firms will be selected from those responding to the project specific RFP based on an assessment by the City staff knowledgeable of the project for which services are being requested. The rating will be based on the firm's qualifications, current workload and the ability of the firm to meet the City's schedule, and past City experiences with the firm. The firms judged by City staff to be viable candidates based on the aforementioned criteria may be invited to be interviewed.
Interview process	When selected to be interviewed, firms will be judged on the basis of qualifications, present workload, staffing availability and proximity to the City, understanding of the project and past experience. A point system will be used to rate the firms being interviewed.
Consultant selection and invitation to submit a proposal.	The top three firms (rated by points) will be determined and recorded. The top-rated firm will be notified and invited to submit a proposal on the appropriate format (as designated by the City) that provides costs and scope of work.
Contract negotiations	The submitted proposal will be used as a basis for negotiations of the scope of work, schedule, and fee. If negotiations cannot be completed in a manner acceptable to the City, the second highest rated Consultant will be invited to submit a proposal.
Contract approval	Once the scope, fee, and project schedule have been agreed upon, the Consultant will submit an applicable agreement which is reviewed by the City, then submitted to IDOT (if applicable) for review and approval and then presented to the City Council for contract execution.

<p align="center">City of Belvidere</p> <p align="center">Policy for the Consultant Qualification Based Selection (QBS) Process</p>	
<p align="center">QBS Procedure for Consultant Agreements using <u>Local funding</u></p>	
Process	Requirements
General Request for Qualifications (RFQ)	The City will solicit as needed, a non-project specific RFQ to known consultants that have previously expressed an interest in performing services for the City. The responses are to indicate the type of projects in which a firm is interested and qualified and will be kept on file until updated. Firms may submit such RFQs at any time.
Projects selected for which the consultant services are to be used.	The City will select projects for consultant services on the basis of expertise needed for the project and City staffing availability as well as scheduling requirements. A project scope and tentative schedule will be determined for the RFP.
Project specific RFP's	A firm will be selected from the previously submitted RFQ's to draft a project specific RFP.
Contract negotiations	The submitted proposal will be used as a basis for negotiations of the scope of work, schedule, and fee. If negotiations cannot be completed in a manner acceptable to the City, another consultant will be invited to submit an RFP.
Contract approval	Once the scope, fee, and timetable have been agreed upon, the Consultant will submit an applicable agreement which is reviewed by the City and then presented to the City Council for final approval.